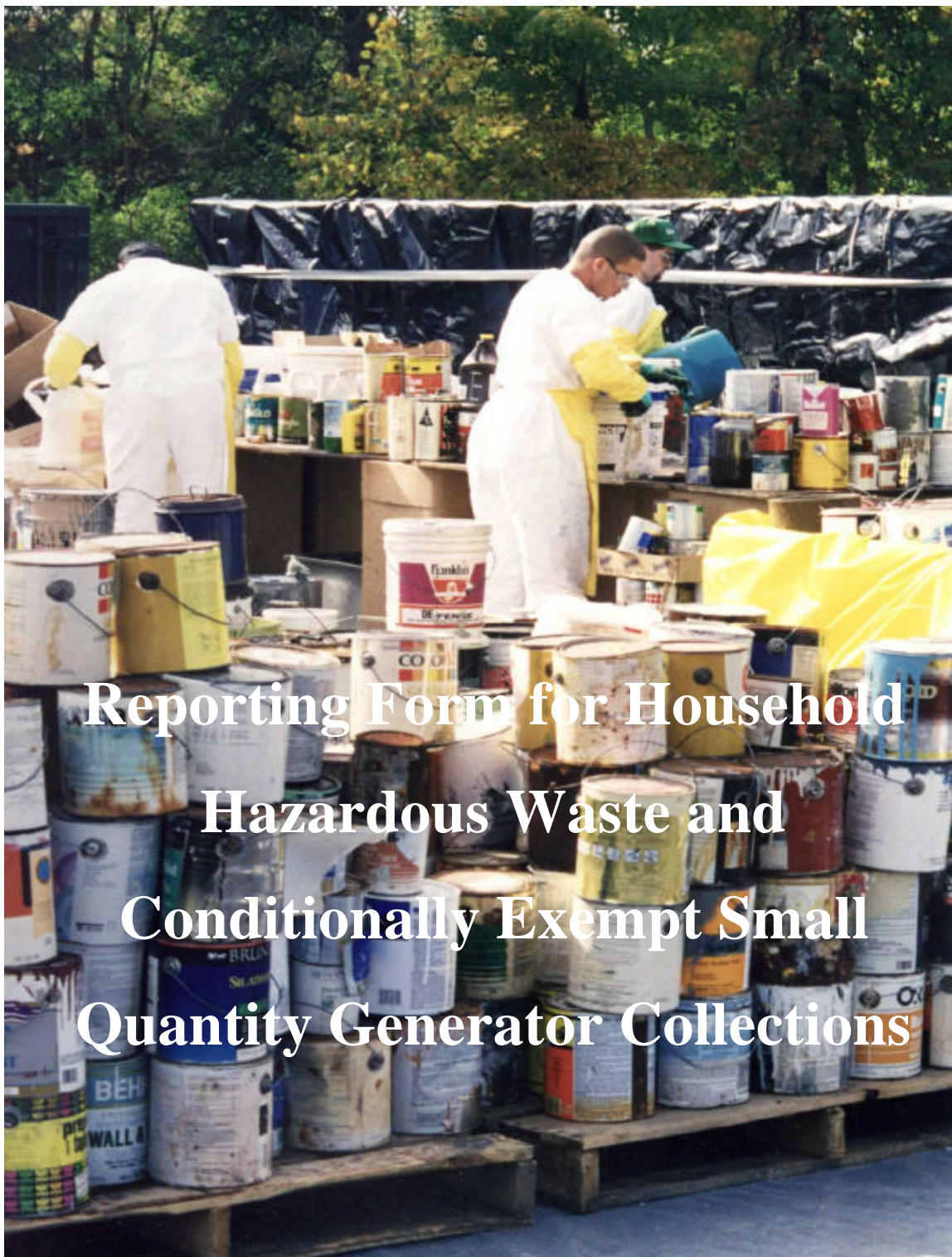




STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT
860-424-3242



Reporting Form for Household Hazardous Waste and Conditionally Exempt Small Quantity Generator Collections

Printed on recycled paper



Instructions for Completing the Household Hazardous Waste/Conditionally Exempt Small Quantity Generator Reporting Form

Use these instructions to complete the Household Hazardous Waste (HHW)/Conditionally Exempt Small Quantity Generator Reporting Form (CESQG) (DEP-HW-REPORT-001). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing the reporting form. Remember, it is your responsibility to comply with all applicable laws.

Introduction

Programs that collect HHW and CESQG hazardous waste and paint and stain bulking facilities are required to submit reports identifying the amounts of wastes collected. These programs are permitted in one of two ways:

1. permanent HHW facilities are required to obtain an individual solid waste permit;
2. paint and stain bulking facilities and one-day HHW/CESQG collections must obtain an approval of registration under a general permit.

These instructions are intended to assist with the reporting requirements. The permittee is responsible for the reporting requirements associated with their permit. For one-day collections, the licensed hazardous waste vendor is responsible for reporting. For permanent facilities, this typically means the program administrator.

Any questions that you may have regarding these programs should be directed to 860-424-3242.

Please be sure to retain a copy of all documents for your files.

Part I: Permit Type

Check the appropriate box to specify whether the permit under which you are authorized is a permanent HHW solid waste facility permit, a one-day HHW/CESQG collection general permit, or a permanent paint and stain facility general permit (Note: only bulking facilities are required to report.). Please identify the existing permit or registration number in the space provided and the date each permit or approval of registration was issued.

Part II: Permittee/Registrant Information

When completing this part, please use the following standards:

- *Name of Permittee/Registrant* - Fill in the permittee/registrant's name exactly as it appears on the existing permit or registration.
- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the individual can be contacted during the daytime business hours.
- *Contact Person* - Provide the name of the specific individual within the company whom DEP may contact.

Part III: Reporting Period

Identify the reporting period for the type of permit you are authorized under.

- One-day HHW/CESQG collections are required to report annually (30 days after the last collection event of each year). Identify the reporting period by indicating the date of the last collection event of the year.
- Paint and stain bulking facilities are required to report quarterly (by the 15th day of January, April, July and October of each year). Identify the reporting period by checking the appropriate box.
- Permanent HHW facilities are required to report on a biannual basis (At the end of July and at the end of the collection season). Identify the reporting period by checking the appropriate box and indicate the date of the end of the collection season, if applicable.

You must submit the reporting form to:

TOM METZNER
HHW COORDINATOR, 4TH FLOOR
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

Part IV: One-Day and Permanent HHW Collections

This part is to be completed for one-day and permanent HHW collections only. It is not intended for CESQG collections or paint and stain bulking facilities. Indicate the town and the number of cars from each town that participated in a collection during a given reporting period. Registrants authorized to conduct HHW collections under a general permit may fill out one form for all collections in the state regardless of the region. It is important to fill in the number of cars and not the number of "households". Households are considered billing units and are not equivalent to the number of cars that participated.

Part V: CESQG Hazardous Waste Collections

This part is to be completed for CESQG hazardous waste collections only. Permittees need to keep a record of each CESQG that participates in any collection. A separate sheet needs to be filled out for each CESQG hazardous waste collection. The sheets should then be submitted together with the full report at the end of the reporting period. Indicate at the top of the page the date of the CESQG hazardous waste collection as well as the location.

In the first column, indicate the name of the CESQG. Use the business or non-profit name. If the CESQG is a municipal entity, indicate "Town of..." or "City of...", and the particular department. In the second column indicate the town where the CESQG is located.

List the category of business in the third column, for example "dry cleaner", "painter", "dentist office" or "non-profit", "church" or "municipality".

In the fourth column list the type of waste and quantity. For example, "oil-based paint-1 gallon". Give a weight or volume based answer for the quantity. If the container does not indicate the quantity, provide an estimate.

Part VI: Destination Facilities

This part is to be completed by one-day and permanent HHW/CESQG facilities and permanent paint and stain bulking facilities. This part identifies the total quantity of hazardous waste collected during the reporting period and where the hazardous waste is sent.

Provide the name of the destination facility as well as an address. Identify the facility as a hazardous waste landfill, a treatment storage and disposal facility (TSDF), or an overseas destination.

Identify the waste category. Use categories as they appear on the hazardous waste manifest.

Wastes are categorized by standard hazardous waste classes used for aggregating wastes at HHW collections. These categories include, but are not limited to, “flammable liquids”, “solid poisons”, “mercury”, and “adhesives/resins”.

Record the amount of waste shipped off-site during the reporting period. For example: 25 drums of waste paint. Indicate the size of the container where necessary.

Part VII: Permittee/Registrant Certification

After the form has been completed it must be reviewed and signed by both the permittee/registrant and the individual(s) who actually prepared the form. By their signature, they certify that, to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete.

The certification of the reporting form shall be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;
2. For a corporation: by a principal executive officer of at least the level of vice president, or his agent;
3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company’s “Articles of Organization”, or a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;
5. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such registrant authorized by law.